



**United States Department of the Interior**  
BUREAU OF LAND MANAGEMENT  
Wyoming State Office  
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January 16, 2007

Information Bulletin No. WY-2007– 009

To: State Office Employees  
From: Associate State Director  
Subject: Interest Announcement for Collateral-Duty Special Emphasis Program Managers  
**DD: 02/09/07**

This announcement is to solicit nominations for collateral-duty Special Emphasis Program Manager (SEPM) positions in the Wyoming State Office. The emphasis areas currently unassigned are:

- African American Employment Program
- Federal Women's Employment Program
- American Indian Employment Program

Membership in a particular group is not a prerequisite for program assignment. An interest in the program, and an affinity for education and outreach, is all that's needed. All State Office SEPMs will work together as a team to accomplish their individual and shared goals. The following information is provided to familiarize you with some of the roles and responsibilities of a Special Emphasis Program Manager.

SEPMs serve as an extension of the EEO Office's Special Emphasis Program. They assist the EEO Office in its efforts to provide a discrimination-free workplace through education and outreach. They report to the EEO Specialist who oversees the accomplishment of their SEPM duties.

SEPMs may periodically attend conferences and training sessions related to Special Emphasis (e.g. the National Hispanic Organization's IMAGE conference, the Blacks in Government conference, the Federally Employed Women's conference, etc.) This collateral duty assignment may constitute no more than 20 percent of official time.

**Duties include:**

Coordinating and presenting activities related to the agency's Special Observances (i.e. African American History Month, Women's History Month, Asian/Pacific History Month, American Heritage Month, Hispanic Heritage Month, Disability Awareness Month, and American Indian Heritage Month). Issuing announcements of Special Observance activities; finding and sharing new presentation sources; and identifying funding support.

Assisting the EEO Office and management in the identification of EEO issues; distributing program information; coordinating training which dispels old myths or stereotyping of minorities, women, and the disabled; promoting support for the Special Emphasis Program with managers and employees; and maintaining positive working relationships with other SEPMs and the EEO Office.

Attending and participating in agency-sponsored meetings, as well as outside group and community organization meetings relative to the special emphasis program.

Preparing and submitting quarterly reports of SEPM activities to the EEO Office, on a timely basis.

If you are interested in these positions, please submit a brief letter to the EEO Specialist, WY-913, stating the knowledge, skills, and abilities that you would be able to apply to the aforementioned duties, and indicate which of the emphasis areas you are interested in. (If you are interested in more than one, please list them in preference order). Your letter, along with a brief letter of recommendation from your supervisor, must be received in the EEO Office, no later than February 9, 2007. This is an opportunity to be innovative, creative, and most importantly to make a difference.

**Signed by:**  
**Donald A. Simpson**  
**Associate State Director**

**Authenticated by:**  
**J. Camargo, Secretary**  
**State Director's Office**